

VISIT REQUEST SUBMISSIONS

Methods for Personnel Visiting FNMOC

- **Preferred Method** – Send visit request via JPAS.
 1. Most DoD security offices and government contractor security offices have access to JPAS and should send visit requests via JPAS.
 2. Request security office send requests to one of the following SMO codes:
 - Code 631345 (Unclassified or Secret visits);
 - Code N631343 (TS/SCI visits).
 3. If the visitor is from a non-DoD entity, contractor, etc., and does not have JPAS access, use secondary method, below.
- **Secondary Method** – Send visit request via Fax.
 1. Using FNMOC Visit Request template, fax requests to: (831) 656-4617.
 2. For classified visits, clearance levels will be verified in JPAS by FNMOC security personnel prior to issuing badge to visitor.

For both methods:

- * **All** visit requests *authorizing classified access* must originate from visitor's Command or Facility Security Office.
- * **All** visit requests must include POC contact information.
- * **All** visit requests should arrive at least 48 hours prior to visit.